**Planning Manager**

**Job Description**

**The salary range for this position is $66,930 - $85,000.**

**Highly qualified candidates may start above minimum.**  
This is an FLSA Exempt, full time, with full benefits.

**DESCRIPTION:**Under limited supervision of the Assistant Town Manager and Community Development Director, this position researches and analyzes issues and applications related to planning, zoning, and land use for both residential and commercial development. This position processes applications for General Plan amendments, zoning, and site plan applications, prepares and presents reports and staff recommendations, and performs planning duties associated with both the Town’s current and long-range plans. This position works with the Senior Planner in the review and processing of various planning applications. Attendance at evening meetings may be required.  
  
**ESSENTIAL FUNCTIONS AND DUTIES:**  This list is **not** a comprehensive listing of all functions and tasks performed by incumbents of this classification.

* Assists with the organization and operations of the Community Development Department.
* Interacts with the public, elected officials, coworkers, and business professionals on a regular basis.
* Receives and reviews residential and commercial site plans, zoning, development, land use and subdivision applications from the public. Engages outside agencies for reviews as necessary.
* Assists Senior Planner with agenda management and distribution of informational materials for several boards and commissions. Works with coworkers in the preparation for, notification of, conduct of and activities for a variety of meetings and events.
* Answers questions and provides information to the public, staff and outside agencies regarding zoning, land use, and the General Plan.
* Prepares studies, and reports on planning projects, issues or changes in the Zoning Code or Town Code. Drafts ordinances and resolutions in conformance with state and federal statutes.
* Researches and prepares detailed and technical staff reports and recommendations, and makes public presentations to Boards, Commissions and Town Council and other groups as needed.
* Reviews plot plans for conformance with development standards prior to issuance of building permits.
* Provides technical assistance and makes recommendations to developers, engineers, architects, and the public.
* Operates technical equipment and software to update or create maps as requested relative to subdivisions, developments, capital improvement projects, zoning requirements, and other projects.
* Maintains and updates databases using available software.
* Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality, seamless customer service.
* Composes and prepares correspondence, reports and other materials as required.
* Initiates and maintains a variety of files, records, and databases (hard copy and electronically).
* Provides information to the public on Town services and operations.
* Perform other duties as needed or assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

* Ability to review development plans for compliance with adopted codes and ordinances, including site plans, preliminary and final plats, and Planned Area Development plans.
* Ability to read and interpret adopted Town and Zoning Codes, and General Plan requirements.
* Ability to effectively communicate verbally and in writing.
* Ability to develop and maintain effective relationships with others.
* Ability to compose detailed planning documents.
* Ability manages multiple projects, prioritize work, and meet deadlines.
* Knowledge of applicable Federal, State, and local laws, ordinances, statutes, rules, regulations, policies, and procedures.
* Knowledge of urban planning, development, local government policies, practices, and procedures.
* Knowledge of desktop publishing software such as Word or Adobe Pro.

**SPECIAL REQUIREMENTS, LICENSES AND CERTIFICATIONS:**Must possess a valid Arizona drivers’ license at time of appointment and maintain an excellent driving record.

**PHYSICAL REQUIREMENTS:**Must be physically able to occasionally walk properties on uneven terrain, climb ladders, and kneel/crawl. May occasionally need to move an object weighing greater than 50 pounds. Operation of a town-owned vehicle is required.

**Qualifications**

**MINIMUM QUALIFICATIONS:**   Any combination of education and/or experience providing the knowledge, skills, and abilities necessary for satisfactory job performance is acceptable.  A bachelor’s degree in planning, geography, or related field is preferred; a Master’s degree in planning or geography is strongly preferred, experience with historic preservation is a plus. A minimum combination includes an associate degree in planning or related field with a minimum of six (6) to eight (8) years’ experience in public sector work.  Will consider other relevant levels of qualification.

**Additional information**

A PRE-EMPLOYMENT BACKGROUND CHECK IS MANDATORY.

THE TOWN OF CLARKDALE IS AN EQUAL OPPORTUNITY EMPLOYER (EOE).

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Apply: <https://smrtr.io/hpKZs>

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job may change.*